



Larry Hogan, Governor
Boyd Rutherford, Lt. Governor

Wendi W. Peters, Secretary
Ewing McDowell, Deputy Secretary

April 13, 2017

Re: Local Jurisdiction Annual Reports for Calendar Year 2016

Dear,

I would like to thank all local jurisdictions, planning commissions and planning boards for your continued support in preparing and submitting your Local Jurisdiction Annual Report. Last year's participation rate was the highest recorded. We are also encouraged by the number of jurisdictions that have incorporated the MDP Annual Report Short or Long Form templates, as part of their submission.

As required by the General Assembly under Land Use Article §1-207 (basic requirements), §7-104 (adequate facilities reporting requirements), and [§1-208](#) (measures and indicators), all planning commissions and planning boards with planning and zoning authority are required to prepare and submit an annual report for calendar year 2016. This year I would like to continue to emphasize the changes in the 2013 legislation (SB0443/HB0409), §1-207(c)(6), that require the submission of a new 5-Year Comprehensive Plan Implementation Status Report (5-Year Mid-Cycle Review or aka 5-Year Report), which is attached to this letter.

1. At a minimum, all jurisdictions issuing less than 50 new residential permits must report to Planning the number of new residential permits issued, pursuant to [§1-208\(c\)\(3\)](#). For municipalities, the minimum requirements are summarized in the Annual Report (Short Form for Municipalities). For counties, the minimum requirements are summarized in the Annual Report (Short Form for Counties). A copy of the applicable Short Form is attached to this letter. The Short Form may serve as your Annual Report if your jurisdiction issued less than 50 new residential building permits. The Short Forms for municipalities and counties are also available for download at: Planning.Maryland.gov/YourPart/SGGAnnualReport.shtml
2. All jurisdictions issuing more than 50 new residential permits must report the additional measures and indicators requirements of [§1-208\(c\)](#). The requirements are summarized in the Annual Report Worksheet (Long Form). The Long Form is available for download at: Planning.Maryland.gov/YourPart/SGGAnnualReport.shtml
3. For Counties, the Short Form also includes the additional requirement to identify the number of acres preserved using locally funded agricultural land preservation funding, [§1-208\(c\)\(1\)\(iv\)](#).

4. All jurisdictions are required to review their Development Capacity Analysis, [§1-208\(c\)\(1\)\(iii\)](#), at least once every three years. If you are unsure about the status of your Development Capacity Analysis, please contact your Regional Planner at <http://planning.maryland.gov/OurWork/local-planning-staff.shtml>
5. Local jurisdictions with adopted Adequate Public Facility Ordinances (APFOs) are required, pursuant to [§1-704](#) to report restrictions to Planning, by July 1, every two years.
6. Local jurisdictions are encouraged to review the Comprehensive Plan 10-Year Review Cycle transition schedule and to notify Planning of any updates. The transition schedules include the due dates for the Local Jurisdiction Annual Reports; APFO Bi-Annual Report, if applicable; 5-Year Mid Cycle Review (5-Year Report); and the 10-Year Cycle Review. The transition schedules can be found on Planning's website at: Planning.Maryland.gov/OurWork/compPlans/ten-year.shtml
7. Annual Reports are due to Planning by July 1, 2017. Submission of your reports via email to david.dahlstrom@maryland.gov is preferred.

Our office is always available to assist your jurisdiction with preparing your annual reports. Please do not hesitate to contact David Dahlstrom (david.dahlstrom@maryland.gov; 410-819-4084) if you have any questions or need assistance.

Sincerely,

Wendi W. Peters

Attachments: Annual Report Worksheet (Short Form)
5-Year Mid-Cycle Review Requirements (5-Year Report)